

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
ARCHIVAL ADMINISTRATION FELLOWSHIPS :
INSTITUTIONAL HOST APPLICATION GUIDELINES**

I. GENERAL INFORMATION:

The National Historical Publications and Records Commission (NHPRC) welcomes the opportunity to consider your application to host one of the two fellows for the 1999-2000 academic year.

Preparing the Application: Please complete the *Application for Federal Assistance* (Standard Form 424), the budget form, and the certification forms, and prepare a multi-page project narrative. To assist you in developing a budget, a list of sample costs is attached. For the project narrative, please provide information about the following topics and provide other materials as requested. If we require further information about your application, we will contact the project director.

Institutional Responsibilities:

Some host institutions have had difficulties because of in-house personnel policies. This is especially apparent in state government and large university settings. In some instances, project directors have had trouble hiring the fellow at the Commission-established salary level. In others, the fact that the hiring must take place from a pre-selected pool of applicants caused problems. In still other instances, there have been problems with pay, benefits, and withholding. Although some applicants thought that these areas had been carefully checked prior to application, when faced with the reality of hiring the fellow, they have had difficulties. Several fellows have learned administration the hard way by having to figure out how they are getting their stipend. The Commission therefore strongly urges applicants to investigate fully institutional hiring and payment/benefits procedures prior to making an application for an institutional grant, so that, once funded, the fellowship will run smoothly.

Host institutions need to consider the manner in which the fellow will be paid. Some former host institutions have placed the fellow on the payroll, while others have simply paid the fellow as a contractor. It is also up to the institution to decide whether or not to withhold taxes for the fellow. Benefits arrangements also should be decided upon prior to the beginning of the fellowship. In addition to determining financial arrangements, the host institution is requested to assist the fellow in finding housing for the duration of the fellowship. As with all NHPRC grant recipients, the host institution will be required to submit periodic financial and narrative reports on the project.

We have prepared a statement, "Fellowships: A Brief Overview," that is included with this application that we hope will smooth the way with your personnel office.

If a proposing institution has any questions or desires more information, please contact the Commission staff at (202) 501-5610.

Deadline Schedule: Applicants should complete and submit the original and one copy of their application to:

Fellowship Program
NHPRC
Room 106
National Archives & Records Administration
7th Street & Pennsylvania Ave., NW
Washington, DC 20408

The receipt deadline is October 1, 1998.

After reviewing the applications, the Commission will announce its final selection of successful host institutions by December 1, 1998. In the spring of 1999, each successful host institution will select its fellow from a pool of candidates that have applied to the NHPRC.

Institutional Responsibilities:

If a proposing institution has any questions or desires more information, it may contact Laurie A. Baty of the Commission staff at (202) 501-5610 or by e-mail at laurie.baty@arch1.nara.gov.

II. FOR THE ARCHIVAL FELLOWSHIP:

Applications from prospective host institutions should demonstrate the institution's capability to provide strong post-graduate training in archival administration or documentary editing. This means that there should be an active archival or special collections program at the institution. The training should be oriented toward individuals who have between two and five years' experience in archival work and the equivalent of two semesters of full-time graduate training in a program containing an archival education component. Potential host applicants are strongly urged to discuss their plan of work with Commission staff prior to application submission.

Application Project Title: Archival Fellowship Project, Host Institution Application

1. Describe the organizational characteristics of the host institution
 - a. Type and size of holdings
 - b. Organizational structure
 - c. Staffing pattern
2. Summarize the special and continuing programs of the institution or organization and discuss the staff's ability to provide administrative training. In addition, the Commission specifically wishes to know what management training and experience the project director has and how that experience and related skills will be shared with the fellow. Please refer to the attached single-sheet discussion of the program and the Commission's expectations regarding the fellowship.
3. Describe the proposed administrative training program, including any courses, classes, and workshop opportunities that will be made available to the fellow. In addition, the host institution is requested to describe the administrative and management skills that the fellow will learn, rather than those records with which the fellow will work.
4. Describe the technical project that will be assigned to the fellow. Please describe the administrative and management skills that the fellow will learn while doing this project.
5. Attach the vitae of the project director and any other staff members who may contribute to the overall fellowship experience.

A strong presentation of the training program (item 3) and technical project (item 4) is most important to the success of an application. The Commission is especially interested in the fellow having hands-on participation in a broad range of archival administrative practices. Included should be aspects of appraisal, budget preparation, collection development, external affairs, ongoing institutional planning, personnel administration, and training in supervision. The Commission recognizes that it may be difficult for some institutions to incorporate all of these categories into a single nine- to twelve-month training program. The Commission is especially interested, however, in those institutions that will endeavor to include as many of these administrative areas as possible in their program. In an effort to provide the fellows with as much exposure as possible to administration and management theory and practice, the Commission also is interested in learning about courses, classes, workshops, or other educational opportunities that the institution might be able to provide the fellow in these areas.

The technical project should develop a response to a specific archival problem or issue. This project should have clearly defined goals and not be open-ended. Typical technical projects have included

- (1) devising an institutional collection development plan,
- (2) developing a documentation strategy to ensure preservation and availability of a certain category of records, and
- (3) undertaking a needs assessment of local archival institutions and developing a plan to assist them.

Applicants are encouraged to plan technical projects that combine a broad knowledge of archival administrative practices with activities that address institutional needs. What management and administrative skills will the fellow learn?

Fellowship Budget:

The host institution budget should include a stipend of \$35,000, plus fringe benefits of \$7,000 for the fellow. The \$35,000 may only be used for the stipend. The fellow may not receive less than \$35,000 for her/his stipend. If an institution's benefit rate exceeds 20 percent (the \$7,000 provided by the Commission), then the host institution may supplement that allocation from its own resources. The budget also should include \$1,500 to cover the costs of interviewing fellowship candidates, as well as travel for the selected fellow once s/he has arrived on-site. Be sure to include the host institution staff's time in the cost-sharing portion of the budget. Please refer to the attached single-sheet statement regarding past hiring problems experienced by host institutions. The Commission strongly encourages applicant institutions to confer with their personnel offices regarding the hiring of a fellow under an NHPRC grant before completing the application process.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

The information requested on this form is being collected and used for evaluating your proposal for a grant funded by the National Historical Publications and Records Commission. We estimate the public burden per response is eight hours to read the instructions, gather necessary data, and complete the information collection. In accordance with 36 CFR 1206.58, you must provide the information in order to be considered for a grant. This information is protected under a Privacy Act system of records. The Paperwork Reduction Act requires us to notify you that a Federal agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 3095-0015. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (PIRM-POL), Room 3200, 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Send to Fellowship Program, NHPRC, National Archives and Records Administration, Room 106, 7th & Pennsylvania Ave., NW, Washington, DC 20408-0001.

**SAMPLE COSTS TO BE INCLUDED IN THE
ARCHIVAL ADMINISTRATION BUDGET**

	NHPRC	Cost Sharing (Host Institution)	TOTAL
1. Salaries and wages:			
Project Director (25% of annual salary -- \$40,000)		\$10,000	\$10,000
Archival Fellow	\$35,000		\$35,000
Subtotal	\$35,000	\$10,000	\$45,000
2. Fringe Benefits:			
Project Director (15% of salary)		\$1,500	\$1,500
Archival Fellow	\$7,000		\$7,000
Subtotal	\$7,000	\$1,500	\$8,500
4. Travel:			
4 trips to archival facilities (est. \$250/trip)	\$1,000		\$1,000
Interviewing prospective Fellows	\$500		\$500
Subtotal	\$1,500		\$1,500
9. Indirect Costs:			
32.5% of salaries & benefits		\$17,388	\$17,388
10. TOTAL PROJECT COSTS	\$43,500	\$28,888	\$72,388

Please note: This is a sample budget for archival fellowship projects. Category numbers correspond to budget sheet (NARA FORM 17001) category numbers. The institutional applicant is free to alter any of the cost-sharing amounts as appropriate.

July 1998

National Historical Publications and Records Commission
Fellowships
A Brief Overview for the Applicant's Personnel Office

Since the inception of its grant program three decades ago, the National Historical Publications and Records Commission has focused its energy and resources on the documentary needs of the United States—to save endangered historical documents, to make plans and set priorities for preserving archival materials, to help train those who work with documents and records, and to make available through books and other forms of publication those documentary materials that inform scholars, teachers, students, and others about America's history. The NHPRC is encouraging a growing national effort to preserve and publish our historical documentary heritage. Behind the Commission's work is the determination to protect a national documentary treasure that, if lost, cannot be replaced.

The NHPRC Fellowship in **Historical Editing** was established in 1967 to give historians hands-on experience in a small but important field of history. This program grew out of a perceived need for experienced, qualified historical editors. The National Historical Publications and Records Commission Fellowship in **Archival Administration** was established in 1985 with the assistance of The Andrew W. Mellon Foundation to give professional archivists actual working experience in administration. This program grew out of a perceived need for experienced, qualified archival administrators.

Contingent on funding for 1999, one host institution for each fellowship will be selected from the pool of applicants. Announcements will then be sent to the major archival and historical, and related newsletters and journals soliciting applications from persons in the profession to fill the fellowships. All applications will be received by the Commission in its offices in Washington, DC, by a March 1, 1999, deadline. Commission staff will screen the applications to ensure that they are complete and that the applicant meets the Commission's qualifications. Applications will then be forwarded to the host project director, who will make her/his own selection. The fellowships are planned to begin between August 1 and October 1.

The amount of grant funds that the host institution receives is determined by the Commission, and the Commission realizes that at times the fellow is paid outside institutionally established pay scales. Because of the nature of the program, the salary cannot be adjusted site-by-site. Grant funds are designated for the stipend, fringe benefits at the institution's usual rate, and for on-site interviews of finalists (\$1,000). The host institution has the option of applying the amount for benefits toward its own institutional benefits package or directly paying the fellow the funds, whereby that individual becomes responsible for her/his own benefits. The Commission encourages the host institution to provide life and health insurance, as well as retirement payments if that is customary for short-term faculty, staff, or fellows at that institution. The Commission also encourages the host institution to make regular payments to the fellow and to provide withholding of income tax.

If you have any questions, please contact Laurie A. Baty of the Commission staff at (202) 501-5610 or by e-mail at laurie.baty@arch1.nara.gov.

**National Historical Publications and Records Commission
Fellowship in Archival Administration
Commission Expectations**

In an effort to continue to provide the best possible fellowship experience, the Commission recently surveyed past fellows about the program. In looking over their replies, it became increasingly obvious that the project director provided one of the most important components of the fellowship. Indeed, while staff and institution and collections were also important, the one-on-one contact between the project director and fellow, when defined as a mentoring relationship, rather than as a project director overseeing a grant project, has been shown to be the most effective means of providing administrative training.

When completing the application for host institution, we therefore ask the project director to provide additional information on the ways in which s/he will be able to play this mentoring role with the fellow. In some instances, the fellow has shared an office with the project director. In others, the project director met informally with the fellow each morning. Regardless of the way in which this activity takes place, the Commission wishes to impress upon host institutions and project directors that time to be spent with the fellows not only should be planned, but actually spent. In addition, the Commission would like the project director to describe her/his formal management training and experience.

The Commission also encourages the host institution to provide the fellow with a packet of readings and other information on the host institution prior to her/his arrival on site. In this way, the individual will have a basic introduction to the program and staff of the institution. The Commission will provide the fellow with a suggested reading list on management and administration prior to her/his arrival on site.

PLEASE NOTE: Some host institutions have had difficulties because of in-house personnel policies. This is especially apparent in state government and large university settings. In some instances, project directors have had trouble hiring the fellow at the Commission-established salary level. In others, the fact that the hiring must take place from a pre-selected pool of applicants caused problems. In still other instances, there have been problems with pay, benefits, and withholding. Although past host institutions thought that these areas had been checked out prior to application, in several instances, when faced with the reality of hiring the fellow, hosts have, indeed, had trouble working the system. Several fellows have learned administration the hard way by having to figure out how they are getting their stipend. The Commission therefore strongly urges applicants to investigate fully institutional hiring and payment/benefits procedures prior to making an application, so that, once funded, the project will run smoothly.

We have prepared a statement, included with this application package, that we hope will smooth the way with your personnel office.

If you have any questions, please contact Laurie A. Baty of the Commission staff at (202) 501-5610 or by e-mail at laurie.baty@arch1.nara.gov.